संख्या-21/2017/704/18-2-2017-97(ल0उ0)/2016

प्रेषक,

अनिल कुमार,
प्रमुख सचिव,
उत्तर प्रदेश शासन।

सेवा में,

1- समस्त अपर मुख्य सचिव/प्रमुख सचिव/सचिव
उत्तर प्रदेश शासन।

2- आयुक्त एवं निदेशक, उद्योग एवं उद्यम प्रोत्साहन, उत्तर प्रदेश, कानपुर।

3- समस्त विभागाध्यक्ष एवं कार्यालयाध्यक्ष, उत्तर प्रदेश ।

4- समस्त मण्डलायुक्त/जिलाधिकारी, उत्तर प्रदेश।

सूक्ष्म, लघु एवं मध्यम उद्यम तथा निर्यात प्रोत्साहन अनुभाग-2 लखनऊ:दिनांक: 30 नवम्बर, 2017

विषय- जेम पोर्टल के क्रियान्वयन हेतु स्टेट जेम पूल एकाउण्ट खोले जाने के संबंध में।

महोदय,

उपर्युक्त विषय पर अवगत कराना है कि शासकीय विभागों में सामग्री/सेवाओं के क्रय हेतु शासनादेश संख्या-11/2017/ 523/18-2-2017-97(ल0उ0)/2016 दिनांक 23 अगस्त, 2017 द्वारा भारत सरकार द्वारा विकसित ई-मार्केट प्लेस (जेम) की व्यवस्था को राज्य सरकार द्वारा अंगीकृत किया गया है एवं शासनादेश संख्या-12/2017/540/18-2-2017-97(ल0उ0)/2016, दिनांक 25 अगस्त, 2017 द्वारा उक्त व्यवस्था के क्रियान्वयन हेतु दिशा-निर्देश निर्गत किये गये हैं।

2- उक्त के क्रम में मुझे यह कहने का निदेश हुआ है कि जेम पोर्टल से सामग्री क्रय एवं सेवाओं की आपूर्ति हेतु नोडल विभाग (सूक्ष्म, लघु एवं मध्यम उद्यम तथा निर्यात प्रोत्साहन विभाग) द्वारा एक जेम स्टेट पूल एकाउन्ट निम्न शर्तों के अधीन खोले जाने की श्री राज्यपाल सहर्ष सहमति प्रदान करते हैं:-

(1) यह एकाउण्ट जेम से सम्बद्व बैंक स्टेट बैंक ऑफ इण्डिया में सूक्ष्म, लघु एवं मध्यम उद्यम विभाग द्वारा खोला जायेगा।

(2) उक्त खाता बचत बैंक खाता होगा।

(3) इस खाते से किसी भी प्रकार का आहरण नहीं किया जा सकेगा।

(4) जेम के माध्यम से क्रय किये जाने या आपूर्ति का भुगतान किये जाने हेतु क्रेता द्वारा औपचारिक आदेश निर्गत किये जाने के पूर्व आपूर्ति के बराबर मूल्य की सम्भावित धनराशि जेम पूल एकाउन्ट में निर्धारित प्रक्रिया के अनुसार कोषागार से आहरित करके जमा की जायेगी।

(5) जेम की शर्तों के अनुसार जेम पोर्टल से सामग्री/सेवायें प्राप्तकर्ता द्वारा 48 घंटे के अन्दर प्राविजनल रिसीप्ट सर्टिफिकेट (पी0आर0सी) निर्गत किया जायेगा। संतोषजनक सामग्री/सेवाओं की आपूर्ति के उपरान्त प्राप्तकर्ता द्वारा 10 दिन के अन्दर कन्साइनी रिसीप्ट एण्ड एसेप्टेन्स सर्टिफिकेट (**Consignee's Recept & Acceptance Cerificate**) निर्गत किया जायेगा। इसके पश्चात् जेम की शर्तों के अनुसार निर्धारित समयावधि में क्रेता विभाग द्वारा उक्त जेम पूल एकाउन्ट से धनराशि का भुगतान आपूर्तिकर्ता को कर दिया जायेगा, अन्यथा जेम की शर्तों के अनुरूप आपूर्तिकर्ता को इस एकाउन्ट से उक्त समयावधि व्यतीत होने के उपरान्त स्वत: भुगतान हो जायेगा, जिसका सम्पूर्ण उत्तरदायित्व क्रेता विभाग का होगा।

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अत: इस पर हस्ताक्षर की आवश्यकता नहीं है ।
2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.nic.in से सत्यापित की जा सकती है ।

(6) संबंधित जेम एसोशिएटेड बैंक द्वारा प्रत्येक क्रेता विभाग हेतु एक नेशनल चाईल्ड एकाउन्ट खोला जायेगा, जिसे प्रत्येक बिड/क्रय हेतु यूनिक नम्बर के माध्यम से जेम पोर्टल द्वारा लिंक किया जायेगा।

(7) क्रय प्रक्रिया समाप्त होने के उपरान्त बैंकर प्रत्येक चाईल्ड एकाउन्ट हेतु एक एम0 आई0एस0 रिपोर्ट जनरेट करेगा एवं जेम के माध्यम से क्रेता इस एम0आई0एस0 रिपोर्ट को अवलोकित कर सकेगा तथा भुगतान की गयी धनराशि एवं यदि कोई धनराशि अवशेष है, तो उसके बारे में जानकारी प्राप्त कर सकेगा।

(8) यदि क्रय के उपरान्त जेम पूल एकाउन्ट में कोई धनराशि अवशेष बचती है तो इस अवशेष धनराशि का प्रयोग क्रेता विभाग द्वारा उसी प्रकार के कार्य हेतु पुनः आगामी क्रय हेतु किया जा सकेगा। यह विशेष रूप से ध्यान रखा जाय कि जिस अनुदान संख्या से जिस 15 डिजिट लेखाशीर्ष के माध्यम से धनराशि जेम पूल एकाउन्ट में स्थानान्तरित की गयी हो, उसी 15 डिजिट लेखाशीर्ष से संबंधित दूसरी खरीद हेतु अवशेष धनराशि का पुनः प्रयोग किया जा सकता है। अवशेष धनराशि का समायोजन करते हुये आगामी क्रय हेतु वांछित अतिरिक्त धनराशि ही ऐसी स्थिति में जेम पूल एकाउन्ट में क्रेता विभाग द्वारा स्थानान्तरित की जायेगी। किसी भी परिस्थिति में किसी दूसरे 15 डिजिट लेखाशीर्ष के लिये वांछित धनराशि का प्रयोग पूर्व में अवशेष धनराशि से नहीं किया जायेगा। यदि बची हुई धनराशि का प्रयोग क्रेता विभाग द्वारा आगामी क्रय में नहीं किया जाना है तो अवशेष बची धनराशि को तुरन्त जेम पोर्टल के माध्यम से राज्य सरकार के संबंधित प्राप्त लेखाशीर्ष में जमा कर दिया जायेगा।

(9) यदि अतिरिक्त धनराशि की आवश्यकता होती है तो निर्धारित प्रक्रिया के अनुसार कोषागार से आहरण कर अवशेष धनराशि जेम पूल एकाउन्ट में जमा कर दी जायेगी।

(10) प्रत्येक क्रेता विभाग के आहरण वितरण अधिकारी का यह दायित्व होगा कि जेम पूल एकाउन्ट में स्थानान्तरित की गयी धनराशि का समायोजन पूर्ण रूप से हो जाय, यदि वर्ष के अन्त में कोई धनराशि शेष बचती है, तो उसे राज्य के निर्धारित प्राप्त लेखाशीर्ष में जेम के माध्यम से जमा कराने का दायित्व क्रेता विभाग का होगा ।

(11) उपरोक्तानुसार जेम एसोशिएटेड बैंक में स्थानान्तरित की गयी धनराशि पर नियंत्रण रखने/उसका सदुपयोग सुनिश्चित करने हेतु वर्तमान में निर्धारित वित्तीय नियम प्रभावी होंगे।

(12) वर्ष के अन्त में उक्त जेम पूल एकाउन्ट में ब्याज के रूप में अर्जित की गयी धनराशि को राजकोष में निर्धारित लेखाशीर्ष में जमा कर दिया जायेगा। ब्याज के रूप में अर्जित इस धनराशि को जेम के माध्यम से सुसंगत लेखाशीर्ष में राजकोष में जमा कराये जाने का दायित्व संबंधित क्रेता विभाग का होगा।

(13) स्टेट जेम पूल एकाउण्ट में फण्डिंग का उत्तरदायित्व क्रेता विभाग के आहरण एवं वितरण अधिकारी का होगा। संबंधित विभाग के आहरण एवं वितरण अधिकारी द्वारा यह सुनिश्चित किया जायेगा कि जो धनराशि पूल एकाउण्ट में जमा की है वह एकाउण्ट से मेल खा रही अथवा नहीं। सूक्ष्म, लघु एवं मध्यम उद्यम तथा निर्यात प्रोत्साहन विभाग पूल एकाउण्ट में फण्डिंग एवं आंकड़ों के मिलान हेतु उत्तरदायी नहीं होगा। इसका सम्पूर्ण उत्तरदायित्व संबंधित क्रेता विभाग का होगा।

(14) यह समस्त प्रक्रिया जेम द्वारा निर्गत संलग्न एस0ओ0पी0 (Standard Operating Procedure) के प्राविधानों एवं प्रक्रियाओं के अनुरूप की जायेगी।

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है ।

2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.nic.in से सत्यापित की जा सकती है ।

3- यह आदेश वित्त विभाग के अशासकीय संख्या-ई-एफ0ए-1-369/दस/2017, दिनांक 14 नवम्बर, 2017 में प्राप्त उनकी सहमति से जारी किये जा रहे हैं।

संलग्नक-यथोक्त।

भवदीय,

(अनिल कुमार)
प्रमुख सचिव।

संख्या-21/2017/704(1)/18-2-2017 तद्दिनांक

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषितः-

1- महालेखाकार (लेखा एवं हकदारी/लेखा परीक्षा) प्रथम एवं द्वितीय उत्तर प्रदेश, इलाहाबाद।
2- प्रमुख सचिव, श्री राज्यपाल,उत्तर प्रदेश ।
3- प्रमुख सचिव, मुख्यमंत्री, उत्तर प्रदेश शासन।
4- मुख्य कार्यपालक अधिकारी, जेम, भारत सरकार, नई दिल्ली ।
5- अवस्थापना एवं औद्योगिक विकास आयुक्त, उत्तर प्रदेश शासन।
6- स्टाफ आफीसर, मुख्य सचिव, उत्तर प्रदेश शासन ।
7- अध्यक्ष, केन्द्रीय सर्तकता आयोग, भारत सरकार, नई दिल्ली ।
8- निदेशक, स्थानीय निधि लेखा परीक्षा, उत्तर प्रदेश, इलाहाबाद ।
9- भारतीय स्टेट बैंक, लखनऊ।
10- गार्ड फाईल ।

आज्ञा से,

(पन्ना लाल)
उप सचिव।

1- यह शासनादेश इलेक्ट्रानिकली जारी किया गया है, अतः इस पर हस्ताक्षर की आवश्यकता नहीं है ।
2- इस शासनादेश की प्रमाणिकता वेब साइट http://shasanadesh.up.nic.in से सत्यापित की जा सकती है ।

Government eMarketplace (GeM)

GeM SOP - MoU State onboarding and operations through SGPA

Version 1.1

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1. Metadata of the Standard

S. No.	Data elements	Values
1.	**Title**	GeM SOP - MoU State onboarding and operations through SGPA v0.2
2.	**Drafted by**	Upmith Singh, GeM
3.	**Approval**	Competent authority of GeM
4.	**Publisher**	GeM
5.	**Brief Description**	This document covers the SOP for on-boardingMoU state, including the state PSU, Corporation and autonomous bodies. It defines the steps that will be traversed right from prerequisites to transaction closure.
6.	**Target Audience**	• Designated officer of State. • GeM officials • SGPA Bank
7.	**Document Number**	GeM/SOP/ MoUState/v1.0
8.	**Total number of pages**	Twenty

2. Abbreviation

S.No.	Abbreviation	Description
1.	CRAC	Consignee receipt and acceptance certificate
2.	GeM	Government eMarketplace
3.	DP	Delivery Period
4.	PRC	Provisional receipt certificate
5.	PSU	Public Sector Undertaking
6.	RA	Reverse Auction
7.	SBI	State Bank of India
8.	SGPA	State GeM Pool Account
9.	SLA	Service level agreement
10.	SOP	Standard operating procedure
11.	T&C	Terms and condition

3. Introduction

GeM as on 22nd August 2017 has signed MoUs with nine states for exclusive procurement through GeM. As a next step to the MoU, the state, as a single entity, is required to be on-boarded on the GeM platformas a buyer. To operationalize the MoU terms and conditions for procurement on GeM, the state's finance management system will be integrated with GeM, so that individual buyers from the state buyers can be part of the state pool of buyers (if not already registered). As part of this onboarding process, the state will be required to open its State GeM Pool Account (SGPA), with a bank of its choice (from the list of banks which are integrated with GeM). This SGPA will be open, operated and maintained by the State for all its procurement on GeM in adherence to the procedure, terms and conditions of procurement therein.

4. Scope

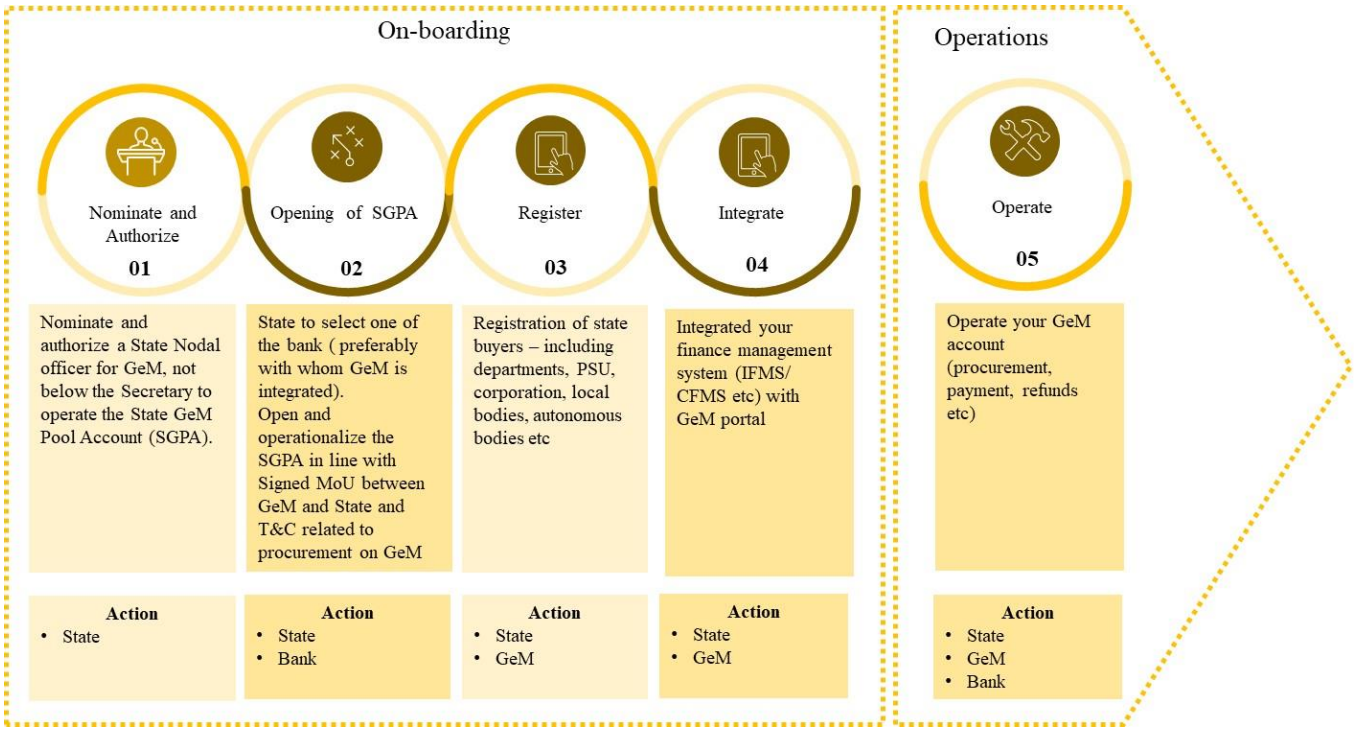
The scope of this document, is to bring out the process that would be followed by state and GeM during the:

1. Onboarding process:
    a. Nomination and authorization of State Nodal Officer for SGPA operations
    b. Opening of SGPA in listed Banks (on GeM)
    c. Registration of buyers/DDO with State IDs
    d. Integration of state financial management system with GeM.
2. Operation phase :
    a. Blocking and transfer of funds in SGPA.
    b. Demand generation and placing of order on GeM platform
    c. Acceptance, CRAC generation and payment to supplier from SGPA.
    d. Refund due to cancellation / rejection etc

5. Procedure

The lifecycle of a MoU state on GeM is categorized into two major stages ie onboarding and operations. The onboarding process is a one-time activity for a state (expect for the onboarding of new/ replacement buyers) whereas the operations stage would be required for

each transaction on GeM.The word transaction implies "a uniquely identifiable order on GeM". The various sub stages under the two are as follows:



5.1.Onboarding

The following the key sub-stages in the onboarding stage:

5.1.1. Nominate and authorize

The state would nominate and authorize a State Nodal Officer for GeM, not below the rank of Secretary, to operate and authorize the "State GeM Pool Account (SGPA)".

5.1.2. Opening of SGPA

GeM currently is in advance stages for integration with multiple banks, for acting as the SGPA provider. The state can select any one bank as their provider for SGPA. Once selected,the state would open and operate the SGPA in line with:

1. MoU signed between the State and GeM
2. Core elements of the SGPA as placed in Annexure- 1 of this document
3. Terms and conditions of procurement on GeM

5.1.3. Registration

The state level buyers/ddo needs to be registered on GeM Platform prior to procurement. Detailed process of registration of buyers on GeM platform, including requirements etc are provided at Annexure -2.

5.1.4. Integrate

To enable seamless transaction on GeM, the state finance management system (IFMS/ CFMS etc) needs to be integrated with the GeM platform. The roles and responsibility, including requirements, from the state and GeM in this regard are placed at Annexure – 3.

5.2. Operations

The State operation (ie transactions on GeM) is an ongoing process on the GeM platform. It is clarified that this single SGPA would be utilized for all (except for Direct Purchases) transactions on GeM by all the buyers of that State ie:

a. The state Departments
b. State PSUs
c. State Corporations
d. State Local Bodies
e. State Autonomous Bodies

The SGPA would provide for creation of unlimited transactions accounts within the SGPA to uniquely identify and manage the funds for each order / transaction (Except for Direct Purchase) on GeM. Each procurement (except Direct Purchase) by the state is referred to as a uniquely identified transaction on GeM portal.

GeM T&C mandates that all procurement (except Direct Purchase) to be enabled only through State GeM Pool Account through Bid, RA process.

Other buyers from the state such as State PSUs, State Corporations, State Local Bodies, State Autonomous Bodies etc who have bank accounts for operations, will also be required to credit the required amount into the SGPA for any procurement order.

5.2.1. Order placement on GeM

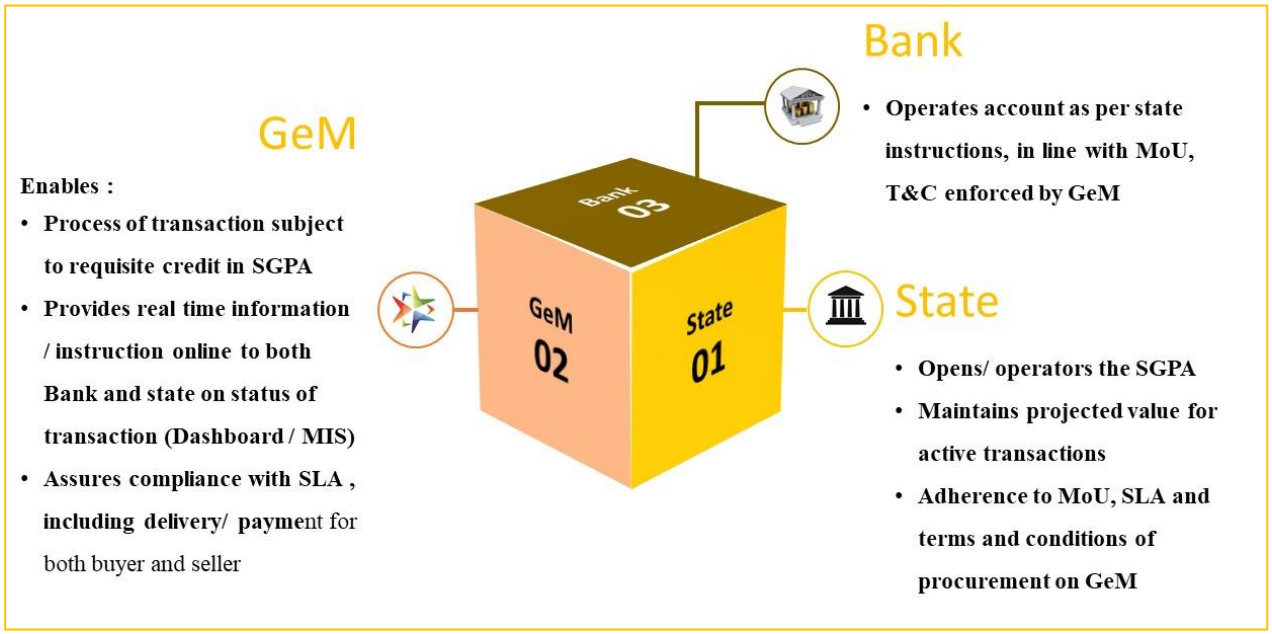
Once the estimated cost of procurement is transferred from FMS to State Gem Pool Account, GeM will verify online, the availability of fund from the bank. Once confirmed, GeM would allow the State buyer to place the order/creation and floating of the e-bid/ reverse auction as the case may be through the GeM Platform. Once order is placed on the successful bidder, to be decided through the system, the consignment delivery would be initiated by the supplier as per the schedule of contract. The process flow for placement of order on GeM is placed at Annexure – 4.

5.2.2. Payment to supplier

The payment process is triggered post the successful supply, acceptance and online issuance of CRAC by the consignee. Once the CRAC is issued online on the GeM platform, a system generated bill is created on the basis of CRAC which will be processed by the buyer on line for the payment through State GeM Pool Account. Online instruction for payment is routed through GeM portal to State GeM Pool Account managing bank for debiting the requisite fund against the contract for transfer to beneficiary account i.e. seller's account. Against one contract, multiple payment cycle may be initiated as per the delivery of consignment, acceptance and CRAC. Payment process is triggered by the buyer, through the GeM portal in normal scenario as per the terms and conditions of procurement on GeM. The process of payment to the supplier is placed at Annexure – 5.

6. Roles and responsibilities

The diagram below depicts the roles and responsibilities of the State, GeM and Bank:


GeM
Enables :
• Process of transaction subject to requisite credit in SGPA
• Provides real time information / instruction online to both Bank and state on status of transaction (Dashboard / MIS)
• Assures compliance with SLA , including delivery/ payment for both buyer and seller
Bank
• Operates account as per state instructions, in line with MoU, T&C enforced by GeM
Bank 03
GeM 02
State 01
State
• Opens/ operators the SGPA
• Maintains projected value for active transactions
• Adherence to MoU, SLA and terms and conditions of procurement on GeM

7. GeM- service levels

The service levels for procurement on GeM are placed at Annexure - 6

8. Annexure 1 – Core elements of SGPA including its operations

The following are the core elements of SGPA that should be incorporated during the opening and operations / procurement stages:

1. The state will open and SGPA (as a current account) which will be operated only online through the platform owned and maintained by GeM SPV and solely for procurement of goods and services on GeM.
2. The key features listed in the MoU between GeM and State, will be part of the operations manual between bank and the state.
3. Only one SGPA would be utilized for all transactions on GeM by all the buyers of that State ie:
    a. The state Departments
    b. State PSUs
    c. State Corporations
    d. State Local Bodies
    e. State Autonomous Bodies
4. The SGPA is a mother account with sub-accounts / transaction specific accounts for each transaction that is routed through the SGPA
5. The role of the bank will be limited to ensuring operations of the account on the instruction of the state through the authorized state nodal officer for GeM
6. Real time details of all operations of the account will be shared by the bank, in mutually accepted format (to be amended from time to time) with the State, only through the GeM Platform.
7. Once a sub-account / transaction specific account is credited with an amount, the State cannot withdraw this amount, apart from transfer to the designated supplier, till such a time that the transaction is live.
8. Any withdrawal / transfer by the state from this account, expect for payment to the supplier, would be permitted in the following conditions
    a. Order cancellation
    b. Order rejection
    c. Refund

All the above situations would first be required to be enabled/ flagged on the GeM Platform for the state to be able to act accordingly.

9. Any fund in the SGPA should be non-lapsable.
10. On authorization of a payment to the supplier by the State Nodal officer for GeM, the bank should transfer the prescribed amount to the supplier mapped in the transaction.
11. In case of a SLA breach on the part of the state in terms of payments to the supplier, GeM will intimate the buyer and bank on the same. Post such intimation, and non-action on the part of the state with respect to payment transfer, bank will release 80% of the amount (or as notified in the terms and conditions of procurement on GeM) to the supplier mapped in the transaction. Such a provision is required to be incorporated in SGPA and should be considered as a standing instruction from the state to the bank. The residual amount cannot be withdrawn / transferred by the state, in such cases. Post remaining processing, all such remaining due payments will be made to the supplier for such transactions. The process to be followed in case of SLA breach under various scenarios is provided below:

    a. In case, even after 10 days of issue of CRAC, the buyer has not initiated the payment process through the GeM platform, a payment trigger will be automatically generated for payment equivalent to 80% of the consignment value deduced by the system as per CRAC. Simultaneously intimation will be sent to the HoD, buyer and State Nodal officer for GeM, regarding the release of payment, at their risk and cost in line with the T&C and SLA of procurement on GeM. The residual payment of 20% is to be processed by the buyer within 30 days post adjusting for any statutory deduction and damages, failing which after 30 days, the same will be released to the supplier automatically through an alert to the bank by the GeM Platform, post statutory deductions and any system know deductions.

    b. If the consignee does not issue PRC within 48 hours of actual receipt of consignment, the supplier can upload the transporter receipt for the transaction on the GeM Portal. For such cases the system will generate alert to the consignee to issue PRC & CRAC within stipulated time line set in T&C and SLA of procurement on GeM.

c. In case the consignee does not respond to the system generated alerts and action requirements, after the GeM specified time period of ten days, both the PRC and CRAC, as the case maybe, will be auto generated by the system and intimation to all concerned stakeholders, including HOD of buyer, buyer and the state nodal officer for GeM, will be sent by the GeM platform in the form of e-mail/SMS etc.

d. Post such auto generation of PRC and/or CRAC, the buyer has 10 days to authorize the payment to the supplier through the GeM Platform, failing which, the GeM Portal auto initiated payment process as elaborated in point a above will be triggered.

e. Unutilized funds after closure of the Contract, will be at disposal of nominated state nodal officer for GeM, who may advise banker for further action as deemed fit.

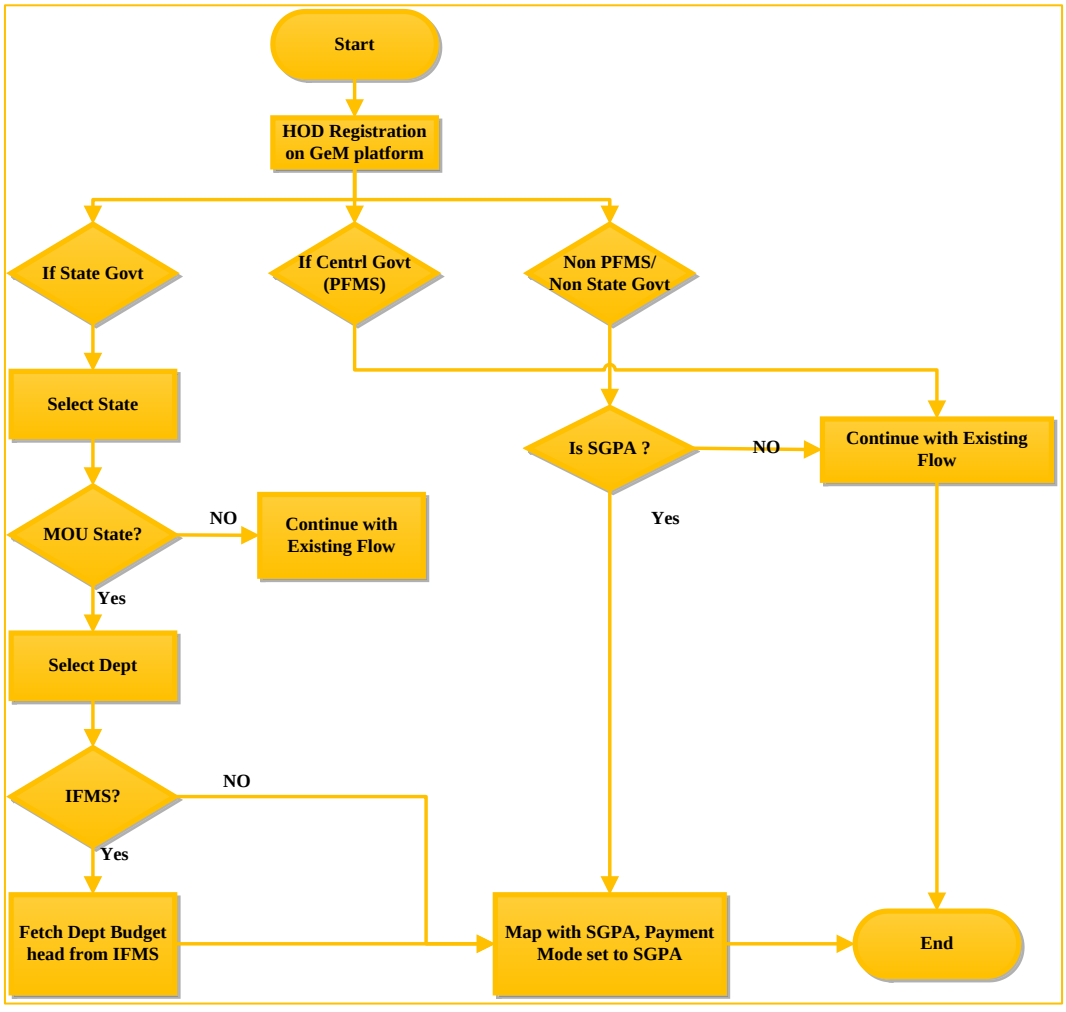
9. Annexure 2 – Registration of Buyers

Government User Registration on GeM can be divided into two parts:

1. Primary User Registration
2. Secondary Users Registration

Sl No.	List of Documents/Information	Remark
1	Official email ID (NIC/ GOV email Id or organization domain email ID	These requirements are mandatory for primary user registration on GeM portal.
2	Aadhaar Number	
3	Mobile number(linked with Aadhaar number)	

The process flow of registration of buyers on GeM is depicted in the diagram below:



1. **Primary User registration: (Requirements)**

Primary user should be an Officer of the rank of Deputy Secretary**(Grade pay – 7600 6th CPC)** to GOI or equivalent or Head of the Officers at Sub Center / Unit / Branch of Government Organization / PSU / Autonomous Bodies / Local Bodies / Constitution Bodies / Statuary Bodies.

Primary user will also be required to fill following information:

1. Organization details like Type of organization/Ministry/Department/Name and complete address of organization.
2. Information about mode of payment to be user by organization
3. On tab out of SGPA account no field GeM will call a web service to validate the entered account number.
4. Information Designation and employee id (if any).

Following Details of verifying officer/Authority (*):

1. Name
2. Designation
3. Mobile number
4. Official email ID(Nic/gov email Id or organization domain email ID)

Verifying officer/Authority: Verifying officer/authority may be an officer form administrative wing of the organization. He should be an officer of the rank of undersecretary**(Grade pay – 6600 6th CPC)**or equivalent.

Note: private Email id with gmail, yahoo etc cannot be used for primary user registration.

2. **Secondary User Registration(Requirements):**

Primary user after registering himself as primary user can add secondary users. There are following roles of secondary users on GeM portal.

a. **Buyer:**Buyer will place the order and will generate the contract.
b. **Consignee:**Consignee will generate the CRAC and PRC.
c. **PAO:** PAO will make the payment for the HoD/primary users selecting SBI e-pay as payment option or for offline method.
d. **DDO:** DDO will generate the bill/sanction and instruct the bank via GeM-BANK web service to debit from SGPA account equivalent to order amount.

Requirements:

a. Officer at the rank of Section officer and above.
b. Name, email id and designation
c. Aadhaar Linked mobile number(mandatory)

Note:

a. Buyer and consignee role can be assigned to the same officer but DDO/PAO role cannot be assigned to buyer or consignee.
b. Primary user cannot add himself as secondary user in any role.

10. Annexure 3 – Integration requirements and details

Roles and Responsibilities		
#	Description	Responsibility
1	Providing the web services for department lists, budgets head details, budget blocking and transfer of funds to SGPA	These services will need to provisioned and provided by the respective States.
2.	Payment web service	Provided by SGPA account provider
3.	MIS – Fund management, funds settlement etc	Will be provided by Bank/GeM

Web services requirement

A. For State Department Registration in GeM

1. To get the List of all departments with DDO code mapping.
2. To get the budget heads details of selected department.

B. For Account validation, Funds blocking and transfer to SGPA from IFMS

1. Validate SGPA account from Bank
2. Verify the budget of department in SGPA
3. Block the budget in SGPA account in department's VAN
4. Transfer the funds to SGPA account from IFMS
5. Status of fund transfer to SGPA.

C. MIS reports

1. Order/Buyer wise funds management.
2. Funds settlement after order completion/cancelation.

Web services description

A. For State Department Registration in GeM

1. **To get the List of all departments with DDO code mapping –** This web service is required to display the list of departments of state at the time of govt. buyer registration. DDO code is required to map the budget heads of the department.
2. **To get the budget heads details of selected department -** This service is required to fetch all the budget heads of the department using ddo code provided in above

service, these heads will further available for selection to the buyer for budget block and transfer of funds to SGPA account at the time of procurement.

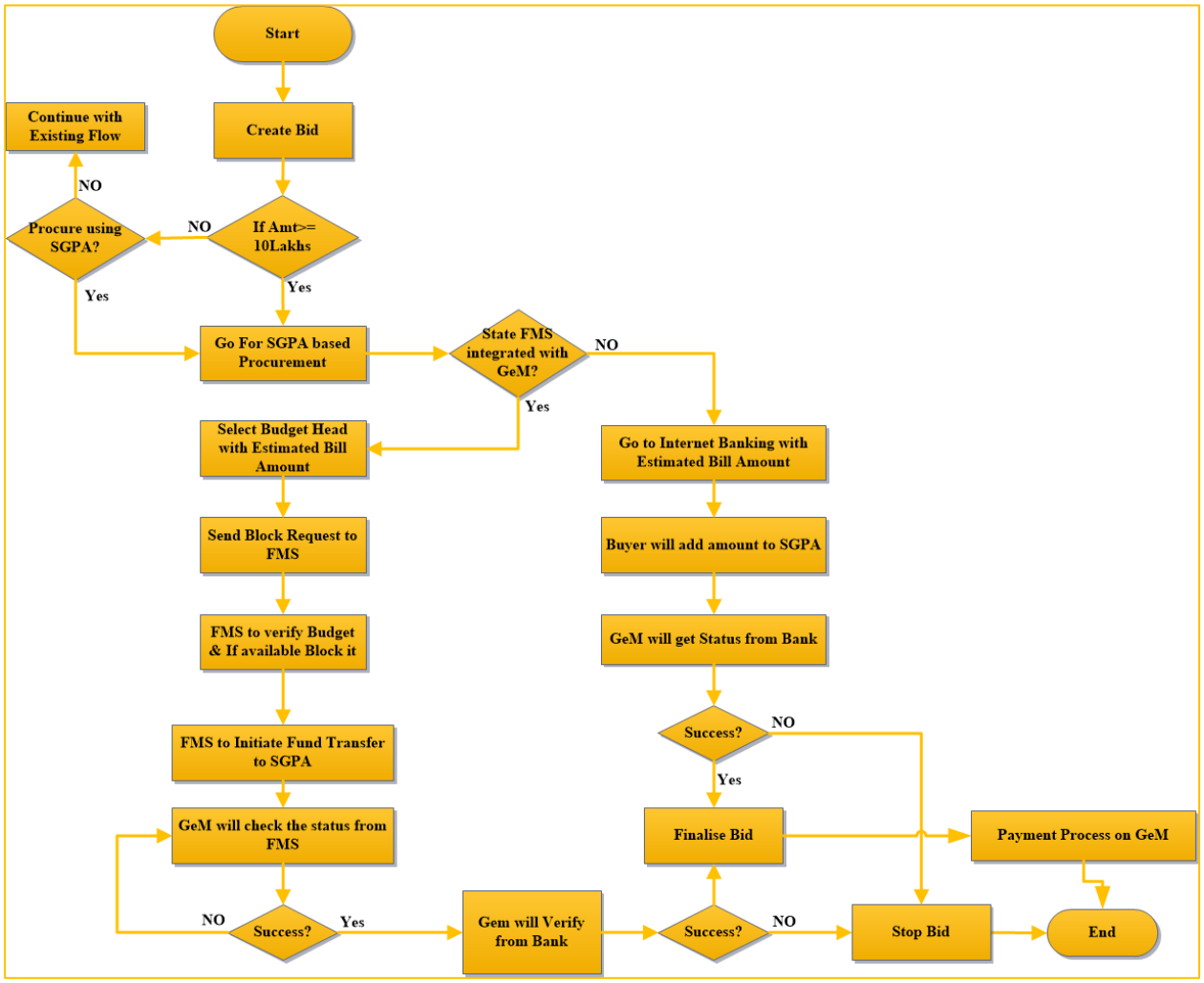
B. For Funds blocking and transfer to SGPA from IFMS

1. **Verify the SGPA account -** The scope of this service will verify the SGPA account entered by the Buyer department.
2. **Verify the budget -** The scope of this service will verify the budget availability in SGPA for the buyer at the time of procurement.
3. **Block the budget -** The scope of this service is to block the projected amount in SGPA before finalizing the BID/RA/Order
4. **Transfer the funds to SGPA account from IFMS -** The scope of this service is transferring the funds to state SGP account from IFMS.
5. **Status of fund transfer to SGPA -** The service required to check the transfer of advance payment to SGPA account from IFMS.

The details of the web services request and response parameters will be finalized with the discussion with the technical team of the IFMS.

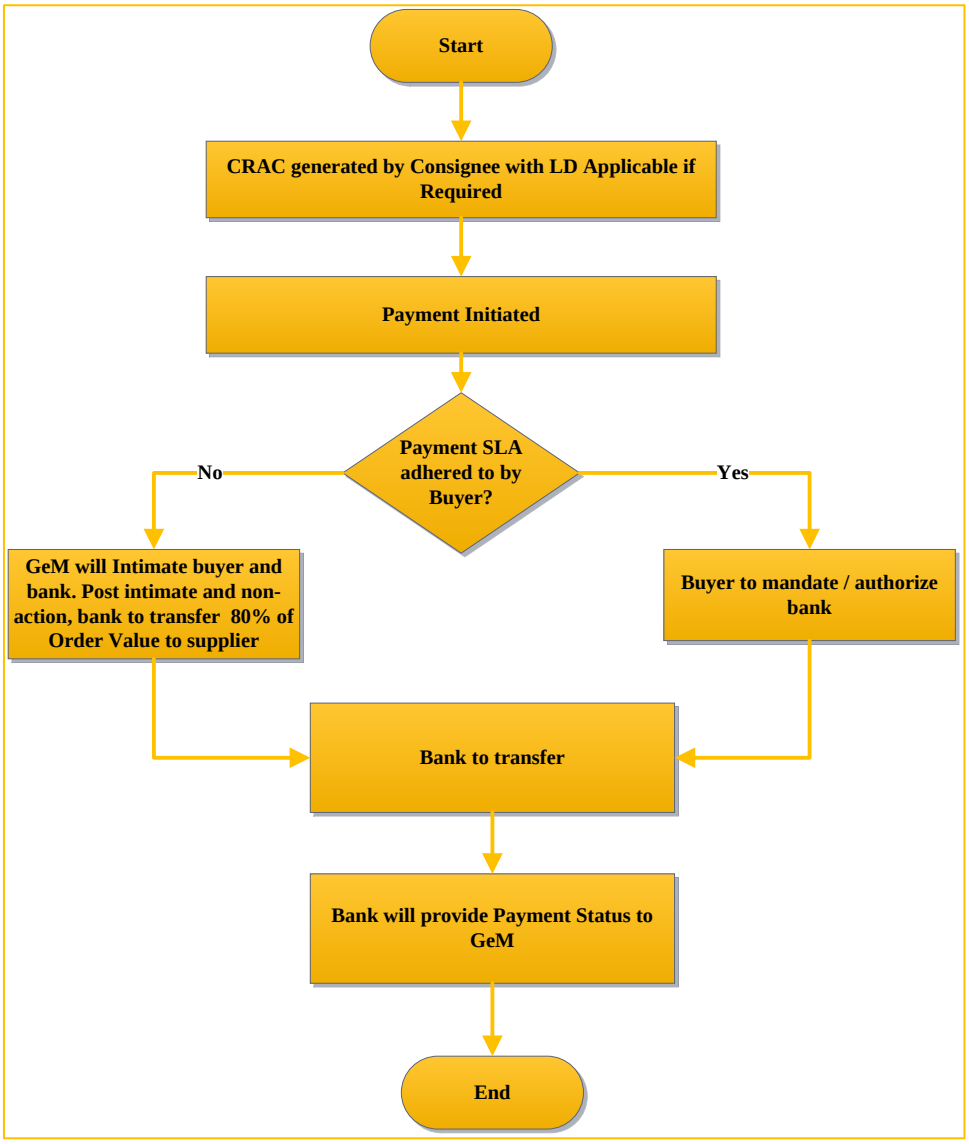
11. Annexure 4 – Order placement process on GeM

The process flow for placement of order on GeM is provided below:



12. Annexure 5 – Process of payment to Supplier

The high level process of payment to the supplier is provided below:


Start
CRAC generated by Consignee with LD Applicable if Required
Payment Initiated
Payment SLA adhered to by Buyer?
No
Yes
GeM will Intimate buyer and bank. Post intimate and non-action, bank to transfer 80% of Order Value to supplier
Buyer to mandate / authorize bank
Bank to transfer
Bank will provide Payment Status to GeM
End

13. Annexure 6 – GeM – Service levels

The major services levels for procurement on GeM are as follows:

Sl No	Description	SLA (in calendar days)
1.	Delivery Period	As decided by the buyer and defined in the contract
2.	Invoicing	Before dispatch
3.	Delivery at consignee end	Within the delivery period as identified in the contract
4.	PRC	Within 48 hours of delivery at consignee end
5.	CRAC	Within 10 days from delivery at consignee end
6.	Payment post CRAC generation	Within 10 days from generation of CRAC

14. Annexure 7 – Web Service required for integration with Banks for payment through SGPA

Below are the details of the web services which bank need to develop after signing the MoU with their respective states.

1 Pool Account Validation

1.1 Description of the interface

Purpose of this interface is to validate the pool account number shared by Buyer is valid account and the owner of the account is same as per the details shared on GeM portal by Buyers. On receipt the details from banks, GeM will allow Buyer to move ahead with registration process. Once GeM receives the result from SOA layer the same will be persisted in database. This web services will have to be created by Banks and GeM will consume the same during Buyer registration Process.

1.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMReqID	10	String	TRUE	Request ID generated by GeM	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body

1.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMReqID	10	String	TRUE	GeM Request ID	body
BankTransID	20	String	TRUE	Bank Transaction ID	body

BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH, Gujarat – GJ, Delhi – DL, Dadra & Nagar Haveli - DANH	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body
Account Status	10	String	TRUE	V – Valid, I – Invalid	body
Status	1	String	TRUE	S – Success, F - Failed	body
Remarks	30	String	TRUE	Banks to share the reason of failure	body

1.4 Method Of Integration

GeM will make a call to web service exposed by SOA layer which will internally make call to the Bank Service exposed by Banks. SOA layer will immediately respond back with the Bank response synchronously.

1.5 Error handling

In case SOA doesn't receive the response back from Bank Service in time or for some reason call to Bank Service fails then same will be notified to the GeM with proper return code and message. Same will be persisted in database.

1.6 Where its invoked

Whenever buyer is getting on-boarded in GeM, the online check to validate Pool Account will be triggered. In case of invalid account details, GeM will not allow buyer to go ahead with registration process. This will be a synchronous call so it will not allow the user to continue with next activity till GeM gets the response back from SOA. Once we receive the response from bank Service, immediately same will be indicated on the screen.

2 VAN DDO Registration

2.1 Description of the interface

Purpose of this interface is to register the newly created DDO by buyer during registration process. On receipt of the details from bank, GeM will map the Virtual Account Number (VAN) with respective DDO ID. Once GeM receives the result from SOA layer the same will be persisted in database. This web services will have to be created by Banks and GeM will consume the same during Buyer registration Process.

2.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMReqID	10	String	TRUE	Request ID generated by GeM	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body
BuyerID	20	String	TRUE		body
BuyerDepartment	20	String	TRUE		body
DDO Code	10	String	TRUE		body

2.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					

GeMReqID	10	String	TRUE	Request ID generated by GeM	body
BankTransID	20	String	TRUE	Bank Transaction ID	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body
BuyerID	20	String	TRUE		body
BuyerDepartment	20	String	TRUE		body
DDO Code	10	String	TRUE		body
DDO Registration No	20	String	TRUE		body
Available Balance	20	String	TRUE		body
Status	1	String	TRUE	S – Success, F - Failed	body
Remarks	30	String	TRUE	Banks to share the reason of failure	body

2.4 Method Of Integration

GeM will make a call to web service exposed by SOA layer which will internally make call to the Bank Service exposed by Banks. SOA layer will immediately respond back with the Bank response synchronously.

2.5 Error handling

In case SOA doesn't receive the response back from Bank Service in time or for some reason call to Bank Service fails then same will be notified to the GeM with proper return code and message. Same will be persisted in database. The list of expected return codes and description is mentioned above in output fields table.

2.6 Where its invoked

Whenever buyer is registering a user as a new DDO in GeM, the online details of DDO with DDO Code will be triggered to the respective banks. In case of invalid account details, GeM will not allow buyer to go ahead with registration process. This will be a synchronous call so it will not allow the user to

continue with next activity till GeM gets the response back from SOA. Once we receive the response from bank Service, immediately same will be indicated on the screen.

3 Balance Enquiry and Fund Blocking

3.1 Description of the interface

Purpose of this interface is to enquire the balance of the pool account of Buyer and Fund Blocking for shared contract details. On receipt the details from banks this will be validated against the amount of e-bid / order by GeM. Once GeM receives the result from SOA layer the same will be persisted in database. Based on the result received from Bank, GeM can take appropriate action against the e-bid /order raised by the buyer.

3.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMtransID	10	String	TRUE	Transaction ID generated by GeM	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
BuyerTreasuryCode	20	String	TRUE	State Treasury Code	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body
DDO Registration No	20	String	TRUE		body

3.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMtransID	10	String	TRUE	Transaction ID generated by GeM	body

BankTransID	20	String	TRUE	Bank Transaction ID	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
BuyerTreasuryCode	20	String	TRUE	State Treasury Code	body
BuyerPoolAcctNo	20	Numeric	TRUE		body
DDO Registration No	20	String	TRUE		body
IFSCode	11	String	TRUE		body
AccountHolderName	20	String	TRUE		body
Available Balance	20	String	TRUE		body
Status	1	String	TRUE	S – Success, F - Failed	body
Remarks	30	String	TRUE	Banks to share the reason of failure	body

3.4 Method Of Integration

GeM will make a call to web service exposed by SOA layer which will internally make call to the Bank Service exposed by Banks. SOA layer will immediately respond back with the Bank response synchronously.

3.5 Error handling

In case SOA doesn't receive the response back from Bank Service in time or for some reason call to Bank Service fails then same will be notified to the GeM with proper return code and message. Same will be persisted in database. The list of expected return codes and description is mentioned above in output fields table.

3.6 Where its invoked

Whenever buyer goes for bid / order generation in GeM, the online check to enquire balance of Pool Account and blocking of funds will be triggered. In case of cancellation of bid / order in GeM, the online check to unblock the funds against cancelled order will be triggered. This will be a synchronous call so it will not allow the user to continue with next activity till we get the response back from SOA. Once we receive the response from bank Service, immediately same will be indicated on the screen.

4 Block-Unblock Amount

4.1 Description of the interface

Purpose of this interface is to block or unblock the funds of order from the DDO Registered No of its respective pool account of Buyer before closing the order. On receipt the details from Banks, GeM will decide if buyer can close the order or not.

4.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMReqID	10	String	TRUE	GeM Request ID	body
DDO Registration No	20	String	TRUE		body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
Supply Order No	30	String	TRUE		body
Invoice No	20	String	TRUE	Generated by GeM	body
BuyerID	10	String	TRUE		body
BuyerDept	30	String	TRUE	Department of buyer	body
DDO Code	10	String	TRUE		body
Function Head	20	String	TRUE		body
Object Code	10	String	TRUE		body
Grant No	10	String	TRUE		body
Category	20	String	TRUE		body
Amount	20	Numeric	TRUE		body
Type	1	String	TRUE	B – Block, U - Unblock	body

4.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body	N/A	N/A	TRUE		N/A
GeMReqID	10	String	TRUE	GeM Request ID	body
Fund Block Trans ID	10	String	TRUE	Fund Blocked Transaction ID generated by Bank	body
Amount Blocked	20	Numeric	TRUE		body
Invoice No	20	String	TRUE	Generated by GeM	body
Status	1	String	TRUE	S – Success, F - Failed	body
Remarks	30	String	TRUE	Banks to share the reason of failure	body

4.4 Method of Integration

GeM will make web service call to banks exposed by SOA layer. SOA layer will immediately respond back with the GeM response synchronously.

4.5 Error handling

In case SOA doesn't receive the response back from bank in time or for some reason call to bank fails then same will be notified to the GeM with proper return code and message. The list of expected return codes and description is mentioned above in output fields table.

4.6 Where its invoked

GeM will have to call an online service request with banks, whenever buyer places the order on GeM portal. This will be a synchronous call so it will not allow the user to continue with next activity till we get the response back from SOA. Once GeM receives the response from Bank Service, immediately same will be indicated on the screen.

5 Payment Instruction

5.1 Description of the interface

Purpose of this interface is to release the funds of order from the DDO Registered No of its respective pool account of Buyer after generation of final bill by DDO.

5.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body					
GeMReqID	10	String	TRUE	GeM Request ID	body
DDO Registration No	20	String	TRUE		body
Fund Block Trans ID	10	String	TRUE	Fund Blocked Transaction ID generated by Bank	body
BuyerStateCode	5	String	TRUE	State Code Eg. Maharashtra – MH Gujarat – GJ Delhi – DL Dadra & Nagar Haveli - DANH	body
Supply Order No	30	String	TRUE		body
Invoice No	20	String	TRUE	Generated by GeM	body
BuyerID	10	String	TRUE		body
BuyerDept	30	String	TRUE	Department of buyer	body
DDO Code	10	String	TRUE		body
Function Head	20	String	TRUE		body
Object Code	10	String	TRUE		body
Grant No	10	String	TRUE		body
Category	20	String	TRUE		body
Amount	20	Numeric	TRUE		body
Type	1	String	TRUE	B – Block, U - Unblock	body

Beneficiary IFS Code	11	String	TRUE		body
Beneficiary Account No	20	Numeric	TRUE		body
Beneficiary Account Holder Name	30	String	TRUE		body

5.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body	N/A	N/A	TRUE		N/A
GeMReqID	10	String	TRUE	GeM Request ID	body
Fund Block Trans ID	10	String	TRUE	Fund Blocked Transaction ID generated by Bank	body
Amount Blocked	20	Numeric	TRUE		body
Invoice No	20	String	TRUE	Generated by GeM	body
Status	1	String	TRUE	S – Success, F - Failed	body
Remarks	30	String	TRUE	Banks to share the reason of failure	body

5.4 Method of Integration

GeM will make web service call to banks exposed by SOA layer. SOA layer will immediately respond back with the GeM response synchronously.

5.5 Error handling

In case SOA doesn't receive the response back from bank in time or for some reason call to bank fails then same will be notified to the GeM with proper return code and message. The list of expected return codes and description is mentioned above in output fields table.

5.6 Where its invoked

GeM will have to make an online service request with banks, whenever payment instruction has been initiated manually by DDO or automated by GeM portal. This will be asynchronous call so it will not allow the user to continue with next activity till we get the response back from SOA. Once GeM receives the response from Bank Service, immediately same will be indicated on the screen.

6 Payment Status

6.1 Description of the interface

Purpose of this interface is to get the status of the payment done against the provided bill. On receipt the details from GeM, banks will have to share the details of the payment status of the amount paid against the amount of ordered by GeM.

6.2 Input parameters

Field Name	Length	Type	Mandatory	Values	Parent Element
Body	N/A	N/A	TRUE		N/A
GeMReqID	10	String	TRUE	GeM Requested ID	body
Bank Trans ID	10	String	TRUE	Transaction ID generated by Bank	body
Financial Year	10	String	TRUE		body
Transaction Date	20	Date	TRUE		body

6.3 Output fields

Field Name	Length	Type	Mandatory	Values	Parent Element
Body	N/A	N/A	TRUE		N/A
GeMReqID	10	String	TRUE	Transaction ID generated by GeM	body
Bank Trans ID	10	String	TRUE	Transaction ID generated by Bank	body
Financial Year	10	String	TRUE		body
Transaction Date	20	Date	TRUE		body
Dr Cr Date	20	Date	TRUE		body
Payment Trans ID	30	String	TRUE		body
Amount of Transaction	20	Numeric	TRUE		body
Transaction Status	5	String	TRUE		body
Transaction Remarks	30	String	TRUE		body

Status	5	String	TRUE	S – Success, F - Fail	body
Remarks	30	String	TRUE		body

6.4 Method Of Integration

GeM will make a scheduled call (Hourly) to web service exposed by SOA layer which will internally make call to the Service exposed by Bank. SOA layer will immediately respond back with the GeM response synchronously.

6.5 Error handling

In case SOA doesn't receive the response back from Bank Service in time or for some reason call to Bank Service fails then same will be notified to the GeM with proper return code and message. The list of expected return codes and description is mentioned above in output fields table.

6.6 Where its invoked

GeM will have to schedule a service request on an hourly basis only after payment instruction is sent to bank via GeM. Once GeM sends the response to Bank Service, immediately same will be indicated on the screen.

**********END OF DOCUMENT**********